

MASS. EA 15.2: SE 18

UMASS/AMHERST



312066016679275



DOCUMENTS COLLECTION
UNIVERSITY OF MASSACHUSETTS
AMHERST, MA 01003

OCT 17 1987

- SEASONAL EMPLOYEE HANDBOOK -

DEPARTMENT OF ENVIRONMENTAL MANAGEMENT
DIVISION OF FORESTS & PARKS



COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF ENVIRONMENTAL AFFAIRS
DEPARTMENT OF ENVIRONMENTAL MANAGEMENT



100 CAMBRIDGE ST., BOSTON, MA 02202 617-727-3180 FAX 727-9402

Summer, 1997

William F. Weld
GOVERNOR

Argeo Paul Cellucci
LT. GOVERNOR

Trudy Cox
SECRETARY

Peter C. Webber
COMMISSIONER

Dear DEM seasonal employee:

Welcome to the Massachusetts State Park System. The following pages provide a brief overview of the issues you need to familiarize yourself with as a seasonal associate of the Department of Environmental Management.

During your employment we hope that you will come to know your assigned facility and the state park system in an effort to be as helpful to the public as possible. You are expected to be punctual, courteous and conscientious at all times and abide by the guidelines in this handbook.

The seasonal handbook is a tool. Please use it to your advantage. You are expected to have read the handbook within the first two weeks of your employment with DEM. You will be asked to sign a consent form along with all other seasonal associates assigned to your recreation area as verification that you have read and understand the Department's policies and procedures regarding seasonal employment. If you have any questions or concerns regarding any items contained in the handbook, bring them to the attention of your supervisor. Your supervisor is there to answer your questions and assist you.

Again welcome to DEM. Thank you for your assistance in providing the visitor with a safe and enjoyable recreation season.

Very truly yours,

Peter C. Webber
Commissioner

Table of Contents

1. DEM Overview	pg. 4
2. Conditions of Employment.....	pg. 5
3. Job Duties & Responsibilities.....	pg. 6-9
4. Job Safety.....	pg. 10-12
5. Conduct & Appearance.....	pg. 13-16
6. Code of Conduct.....	pg. 17-18
7. Handling Public Complaints.....	pg. 19
8. Human Resources Services.....	pg. 20-21
9. Seasonal Evaluations.....	pg. 22
10. Equipment Operator's Approval Form.....	pg. 23

INTRODUCTION

Overview of Agency

The Department of Environmental Management (DEM) is responsible for the management of nearly 270,000 acres of land and water in the Commonwealth. DEM's mission is to protect these resources, while enhancing their recreational use through the development of sound responsible land use plans and policies.

DEM is one of five departments within the Executive Office of Environmental Affairs. It is made up of three divisions: Forests and Parks, which oversees the management of recreational facilities and landscapes; Resources Conservation which is the planning branch; and Administrative services which provides agency support in the areas of human resources and fiscal operations.

Overview of the Division of Forests and Parks

The park system includes 170 facilities which are comprised of forests, parks, reservations, swimming pools, and many cultural/historic landscapes and structures. Approximately 13 million Massachusetts residents and visitors take advantage of the recreational and interpretive educational services we provide annually.

The Division of Forests and Parks is made up of three areas that include 7 bureaus. The park and recreation focus is made up of 3 bureaus: Recreation, Ranger and Interpretive Services. These bureaus are responsible for the operation and maintenance of recreation facilities and interpretive programs that affect the park system and its visitors.

The natural resource focus is also comprised of 3 bureaus: Forest Development, Fire Control and Shade Tree Management and Pest Control. These bureaus are responsible for the well being of forests and landscapes.

Lastly, the Bureau of Fiscal Affairs manages the Division's revenue and financial issues.

As a seasonal park employee, you should familiarize yourself with your assigned facility, overall surroundings and DEM's policies and procedures. This will help you to become proficient in your job and to provide our visitors with the best information possible.

CONDITIONS OF EMPLOYMENT

DIVISION POLICIES & PROCEDURES*

*(annotated from the Division of Forests & Parks Policy Directive Handbook)

The following policies and procedures apply to seasonal staff and are provided in this document for easy reference. Other Division policies and procedures can be referenced in the Forest and Parks Policy Directive Handbook (A green handbook located in each park or recreational facility office.)

Work Schedules

- Employees are expected to arrive to work on time in uniform, and ready to perform their assigned duties.
- Employees will be scheduled to work week-ends, holidays, some late evenings and early mornings.

Tardiness

- If you are going to be late for your shift, you are expected to call and speak to your immediate supervisor.
- If he/she is not available, then you should leave word with the person designated by your supervisor to take such calls.

Absences or Illness

- If you are ill and/or unable to make it to work for any reason, you must call your supervisor and advise him/her immediately. As rescheduling can be difficult, all seasonal employees are asked to call their supervisors as soon as they are sure that, due to illness, they are not able to report to work.
- Employees needing time off from the job, must have their leave request approved in advanced by their immediate supervisor.

* Long-term seasonal employees are eligible for union benefits, and should discuss procedures with the regional payroll clerk.

Inclement Weather

Weather conditions may dictate the need for reduced staffing at recreation facilities such as pools, beaches and parks. Consequently, the situation may arise where you will be excused by your supervisor, from your duties because of inclement weather and the lack of work.

* Intermittent or short-term seasonal employees will be paid only for the hours that they actually work.

JOB DUTIES AND RESPONSIBILITIES

The following job requirements are intended as general guidelines and not as all inclusive descriptions of the work you will be expected to perform.

Employees may be assigned any or all of the duties described based upon their ability to do the job.

Rubbish Collection / Removal

The driver is responsible for the safety and behavior of the crew and the completion of the assigned work. He/she is also responsible for the maintenance and appearance of the vehicle. The driver is also responsible for checking daily the following:

Daily Check Includes:

- Gas, oil, water, tires
- Damage to truck (damage is to be reported to the immediate supervisor)
- Daily mileage sheet must be filled out for each trip.

The following will not be permitted:

- Feet on dashboard
- Hanging on sides of truck
- Climbing on roof of cab
- Disorderly conduct
- Obscene language or gestures, racial or sexual remarks.
- Throwing debris off of truck
- Excessive fraternizing with campers or other employees assigned to other work details.
- Leaving assigned work area

I. Loads should be covered while traveling between areas or to the dump.

II. Litter around barrels should be picked up.

III. The maximum speed limit in camping areas is 5 m.p.h.

IV. Staff must obey Massachusetts Motor Vehicle Operator's Laws

More Job Duties

Grounds & Building Maintenance Crew

The crew will be responsible for cleaning and keeping clean all comfort stations, dressing rooms, showers and grounds in their assigned area. They may also be required to assist the rubbish collection crew. Supplies will be maintained by the staff.

Building cleaning procedure:

- Sweep floors, walls and window ledges-deposit in waste receptacle
- Wash down ceilings, walls floors
 - windows Monday and Friday
 - more often as needed.
- Scrub showers, bowls, urinals, sinks
- Empty trash receptacles into trash barrels
- Fill paper dispensers
- Sweep walks
- Pick up litter around building
- Replace burned out light bulbs
- Immediately unplug any stopped up drains or toilets. If unable to unplug immediately, notify supervisor
- Clean up utility room
- Utility room supplies (if applicable)
 - Toilet Paper
 - Cleanser
 - Bleach or approved sterilant
 - Sponge
 - Broom
 - Mop
 - Pail
 - Mop Pail
 - Litter Picker
 - Rake and Shovel
 - Light Bulbs
 - Toilet Plunger
 - Disposable Rubber Gloves
- Pick up litter in picnic area.
- Clean fireplaces.
- Mow lawns.
- Perform general maintenance and repairs.

Clean comfort stations are of the utmost importance, however when time permits, assigned persons may be responsible for clean up of the entire recreation area.

More Job Duties

Park Interpreters

Park Interpreters are responsible for presenting educational and recreational programming for park campers and day-users.

In order to carry out their responsibilities, interpreters are expected to:

- Research the natural and social history of the park;
- Plan programs;
- Publicize programs, in the park and, in most cases, outside of the park;
- Lead programs and, in some cases arrange for guest speakers;
- Evaluate and keep records of program;
- Prepare permanent park educational materials, such as slide programs, exhibits, brochures, nature trails.

Interpreters may also be required to perform routine recreation facility maintenance, such as clean up, selling tickets and assisting in the camp office.

Lifeguards

The lifeguard's primary responsibility is the safety of the bathers.

He/she is also responsible for:

- Picking up litter on the beach
- Raking beach
- Picking up litter in picnic area
- Cleaning fireplaces
- Mowing lawns
- Assisting trash crew in rubbish collection
- Perform general maintenance and repairs at the recreation area

When one lifeguard is on duty he or she will not leave the beach for any reason with people in the water without notifying someone in charge. Lifeguards will not leave their assigned post.

More Job Duties

Visitor Services Staff:

(Contact Station/Camp Office Attendants and/or Park Rangers / Night Patrol)

Visitor Services staff will be responsible to greet park patrons, collect day use and camping fees, register campers, and be a resource by providing information about the facility.

It shall be the responsibility of the employee assigned to this task to carry out the following:

- Sell tickets according to DEM Rules and Procedures and be responsible for money collected during tour of duty and also for money turned over by the preceding shift.
- Enforces of all Department Rules and Regulations.
- Patrol all forest recreation areas as frequently as determined by your Supervisor. These areas include all camping areas and facilities, picnic areas and facilities, headquarters and workshop areas.
- Report any unusual happenings to the supervisor on duty.
- Assist any park visitor requesting or requiring your assistance.
- Always be courteous in dealing with the public.
- At the beginning of your shift check your vehicle - gas, oil, water, and inspect for any damages.
- Will not abuse the vehicle in any way and will obey all speeds as stated earlier in this policy.
- You will not leave your assigned post for any reason unless it has been authorized by your supervisor. The only exception will be an emergency.
- Will not fraternize with the public or other employees.
- Will keep an accurate log of your route and times while on duty.

Every park visitor must pay the appropriate user fee for the area and must receive a receipt or ticket upon paying the fee.

Applies to All Employees:

Employees will not be allowed to leave the assigned area without notifying his/her supervisor. The only exception will be in an emergency.

JOB SAFETY

An operation is only as accident free as it's most careful worker. Therefore it is every employee's duty to do the job as safely as he/she can and to caution other staff when they are not working in a safe manner. If any doubt exists about the proper procedures in doing a job it is your responsibility to obtain information from your Forest and Parks Supervisor.

If You Are Hurt On The Job

All injuries incurred while on duty will be reported to the supervisor on duty. An accident/incident form will be required.

Responsibility for Equipment

Keys

Keys will be assigned to personnel based upon the nature of their responsibilities. They are to be distributed by lead supervisors only and under no conditions are unauthorized person(s) to have keys to buildings or gates. Upon termination or the end of staff assignments, keys must be returned to your immediate supervisor.

State Vehicles

Seasonal employees may be required to operate state vehicles based upon the nature of their responsibilities. Before an employee is authorized to operate a state vehicle he/she is required to have a valid Massachusetts Motor Vehicle Operator's license and have completed the Seasonal Personnel Operator's form (See Form A).

If an employee is involved in an accident they must:

- Report accident to their immediate supervisor.
- Make a written report and in as much detail as possible describe what happened.
- Become familiar with the motor vehicle maintenance folder which is kept in each vehicle. Be sure that your vehicle is equipped with registration, accident procedure papers and gas cards.

In the event of a serious motor vehicle accident the vehicles involved should not be moved until the proper law enforcement authorities have examined the scene of the accident.

*****MAKE NOTE OF ANY INCIDENTS WHICH MAY OCCUR IN YOUR AREA AND REPORT THEM IMMEDIATELY TO YOUR SUPERVISOR.**

More Safety Issues

Right to Know Law

As a Massachusetts Employee, you are protected by the "Right to Know". Any substance with you use on the job must be clearly labelled to list any possible harmful contents. A Material Safety Data Sheet is posted at your work area to advise you of any substance present at your work site which is toxic or hazardous.

Lymes Disease

Lymes Disease is spread by ticks which attach to the skin. These ticks reside in many of our forests & parks facilities. They are usually found in tall grass, brush, woods or grassy dunes.

Lymes Disease can be prevented by knowing what it is, where and how it can be contracted, and by taking simple, common sense precautionary measures.

- Wear protective clothing, such as long sleeved shirts, pants and socks when going into these types of areas.
- Check yourself for the ticks periodically.

Symptoms of Lymes Disease vary and can occur within two days or a month after being bitten. Symptoms include a rash, flu-like illness, aching muscles, swollen glands, fatigue. If you experience these symptoms, contact your doctor.

Some facilities will provide you will Tick Repellent to prevent contraction of Lymes Disease. Check with your supervisor.

Rabies

Rabies is caused by a virus and is primarily transmitted by the bite of an infected animal. Any wild animal potentially may carry rabies. Daytime activity of animals that are normally nocturnal, like raccoons, may or may not be a sign of illness. Wildlife seen during daylight should not be randomly destroyed under the suspicion of rabies.

Again, common-sense prevails:

- Do not approach or feed wild animals.
- Never pick up or handle any animal found dead in the woods.
- Secure trash containers and be careful when handling garbage.

If you are injured by an animal suspected of having rabies seek medical attention immediately. Rabies is a fatal disease if left untreated.

More Safety Issues

Blood-borne Pathogens and Infectious Disease

Public service employees work in environments that provided unpredictable risks of exposures to infectious disease. In your job, there is a possibility that you might come in contact with human blood or other bodily fluids. The best mode of operation is to personally adopt general protective procedures that are simple and uniform for all situations.

PREVENTION:

Appropriate Personal Protective Equipment (rubber gloves, one-way airways, goggles / eye protection, etc) will be used at all times when exposure to Hepatitis B is likely. This includes cleaning restroom facilities and when administering ANY TYPE of first aid.

To minimize the risk of exposure to infectious disease:

- Always carry a pair of disposable gloves with you.
- Always wear disposable gloves when cleaning restrooms.
- When cleaning, use disposable paper towels and put them in plastic garbage bags or another leak-proof container.
- Wash Your Hands - especially after taking off your gloves. Use the antiseptic cleanser provided.
- Use the germicide provided to clean facilities or a solution (ratio 1:100) of household bleach to water).
- Take precautions. If you find hypodermic needles dispose of them by placing them in a milk container or some other puncture resistant container and bring them to a location that accepts medical waste. DO NOT - purposely break or bend the needle or try to recap it.

Always have an extra uniform to change into. Your cloths provide you with the best protection.

RESPONSE:

DEM employees who may have been exposed to Hepatitis B will be referred to a health care professional for appropriate treatment. In accordance with Policy Directive #103, a DEM Incident Report form should be completed detailing the potential exposure incident.

Any concerns or questions regarding Hepatitis B can be directed to the Regional Director.

EMPLOYEE CONDUCT AND APPEARANCE

The public service nature of the Division requires that employees conduct themselves in a courteous, respectful and professional manner both toward fellow employees and members of the public.

Drug-Free Workplace

It is unlawful to manufacture, distribute, dispense, possess or use controlled substances in all state workplaces.

- Employees will not drink alcoholic beverages or use illegal drugs while on duty or directly before going on duty (including lunch periods).

Action will be taken against employees who violate this prohibition.

Smoking Policy

Employees are not permitted to smoke when:

- on duty,
- dealing with the public,
- in a public facility, or
- in a state-owned motor vehicle or truck.

Sexual Harassment

Sexual harassment is any unwanted sexual attention from peers, subordinates, supervisor or customers. This includes:

- inappropriate remarks about a person's body or appearance.
- unwanted touching or kissing.
- persistent sexual attention
- requests for sexual activity
- sexual jokes
- sexist posters or graffiti,

If behavior of this nature that is unwelcome and repeated exists let someone know! A brochure on sexual harassment is available for all employees.

More on Employee Conduct & Appearance

Cultural Diversity

As a state agency, DEM has a policy of equal opportunity employment. All employees are expected to cooperate with and not discriminate against anyone of a different gender, color, race, ethnicity, religion, nationality, sexual orientation or physical ability.

Judging, avoiding, or excluding a person based on stereotypes, or any action that makes a person uncomfortable in the workplace will be considered discrimination. Prejudice and intolerance have no place in the DEM. Such instances will result in disciplinary action.

Universal Access:

The Department of Environmental Management is committed to improving accessibility at its park facilities and programs for people with disabilities. It is important that all employees follow these customer services guidelines when assisting the public.

Disability Awareness:

- * Treat people with disabilities in a friendly, respectful, inclusive manner as you would treat any other visitor to the park.
- * Know what is and isn't accessible in your park so you can answer questions about accessibility.
- * If you perceive that someone with a disability needs help, ask them how you can best help them and follow their directions.
- * Pay attention to the experience of people with disabilities in your park. Report any accessibility problems to your supervisor. Avoid blocking access zones while working.
- * Guide and service animals are allowed anywhere.

Contact Tom McCarthy or Marcy Marchello at the DEM Access Office if you have further questions or concerns regarding accessibility for people with disabilities. 412-545-5993

Uniforms and Appearance

As an employee of the Department of Environmental Management you are required to meet high standards for personal appearance and hygiene. In most cases men and women are required to wear the same uniform. The only exceptions are bathing suits for lifeguards.

Any employee who reports to work not dressed appropriately will be requested to change into suitable clothing or may be dismissed from the job for the day without pay.

Uniform Standards for all Seasonal Employees require that:

Socks be worn at all times.

DEM Polo Shirts must be worn at all times, and tucked into pants.

The only authorized articles to be worn on a uniform shirt consists of the Forest and Park patch which should be sewed on the left sleeve, one inch below the shoulder seam, name tag, and badge.

Outdoor gear is necessary as weather may not curtail any work assignment. Please be prepared to work in any weather condition. It is your responsibility to provide protective outdoor clothing.

Jewelry should be kept to a minimum. Earrings should be small, and chains or necklaces kept to a minimum. This is in the interest of safety. Hair & Beards must be neat.

Uniform Standards for:

Rubbish Removal/Collection Crews, Grounds & Building Maintenance Crews and Visitor Services Staff

All seasonal employees are required to wear the official DEM seasonal uniform which consists of the following:

Shoes

A solid, well-constructed work shoe or boot. Employees are expected to purchase shoes within two weeks after receiving their first paycheck. Sneakers, clogs, sandals etc. are not permissible.

Trousers/Shorts

Khaki pants or shorts are to be worn at all times. Shorts must have no less than a 4" inseam and should be properly hemmed.

Shirts

Two (2) official green DEM polo-shirt will be issued to all seasonal employees. You must always have a clean shirt uniform available to change into for greeting the public and for safety purposes.

Hat

A ball cap with the DEM logo will be issued to seasonal employees. It is part of the uniform and should be worn at all times.

Lifeguards

Bathing Suit

Plain, tank-style florescent orange suit for women and boxer-style florescent orange trunks for men. Lifeguards must have bathing suit on the first day of work.

Equipment

A hat and whistle will be issued and must be worn at all times.

Sweatshirts And other types of outer-wear should be orange in color and easily identifiable.

Receiving and Returning Uniforms

Clothing and equipment will be issued to an employee only after the items have been listed and signed for by the employee on a property receipt form. All issued clothing and equipment should be returned to the immediate supervisor who will mark the "property receipt" form accordingly.

It is the responsibility of the immediate supervisor to ensure that all standard issue clothing and equipment is returned to the regional office.

CODE OF CONDUCT

As an employee of the Division of Forest and Parks please enlist the following codes of behavior and conduct.

Be Positive

Working with the public can be difficult at times, particularly when a park visitor has expectations beyond what the agency is able to provide. Keep an optimistic attitude and explain that the agency tries to meet the public's needs as much as possible. If a visitor has a good idea or a legitimate complaint be sure to pass it on to the park supervisor.

Also, having to complete significant tasks with few resources can sometimes seem impossible to complete. Make sure to discuss expectations with your supervisor. Be understanding of your supervisors work load. Concentrate on how we can accomplish things instead of concentrating on why we can't. Keep things realistic and in perspective.

Be Consistent in Performance:

Always try to do your best even if the routine becomes monotonous. If there is a better way to get a job accomplished be sure to suggest it to your supervisor.

Be Supportive of Your Colleagues:

Try to be open to all other employees and support one another. Everyone has different skills and contributions to make. Be careful not make value judgements and be courteous of each other's perspective and values.

Dealing With The Public

Keep your cool. Be polite and courteous in all situations. If the visitor is asking for something that you are not authorized to do, be polite, but call your supervisor or an employee or higher authority or assistance.

If the visitor would like to register a complaint offer the information needed. They are welcome to talk to the park supervisor or call or write either the respective regional office or central office in Boston. Please consult the DEM Directory for addresses and phone numbers. See Procedure for Handling Public complaints.

More on the Code of Conduct

The public service nature of DEM requires that employees conduct themselves in a courteous, respectful and professional manner both toward fellow employees and members of the public.

While on duty, employees shall not;

- Use any types of personal entertainment items; this includes walkmans, radios, television sets, electronic games, tapedecks, cd players, etc.
- Play cards at any time.
- Have reading materials - the exception is this handbook.
- Use facility telephones for personal calls without the approval of the supervisor.
- Accept money or gifts of any kinds for services provided as an employee.
- Accept any free or discounted goods from DEM concessionaires.
- Leave assigned post, without the approval of the supervisor. (exceptions made for emergencies)
- Fraternize with public or other employees

Procedure for Handling Public Complaints

Complaints do arise from time to time. When a complaint is made, it is to be handled quickly and seriously. General guidelines follow:

1. Let the visitor state his/her complaint in full without interruption. Try to be understanding and appreciative of their complaint and point of view.
2. If the complaint is something you are able to act on, do not delay. If the complaint stems from normal procedures, hold firm, but always try to explain the reason for the policy or procedure.
3. Always try to deal with the complaint in a timely manner.
4. If the visitor is unsatisfied with your explanation or handling of the complaint, inform your immediate supervisor. If the supervisor is not available, take the visitor's name, address, and phone number and have your supervisor contact the them as soon as possible. Never give out the home phone numbers of agency personnel.
5. Relay all complaints and how you handled them to your immediate supervisor.
6. Log all visitor complaints with your remedy or action to correct the situation.

HUMAN RESOURCES/EMPLOYEE SERVICES & RIGHTS

If there are issues or concerns that prevent you from doing your job; if you feel that you are being treated unfairly; or if you are experiencing conflict or frustration in regard to your place; you must first try to resolve it with your immediate supervisor.

It is your supervisor's responsibility to assign realistic duties and tasks and to treat all employees equally. If you have tried to discuss problems with your supervisor but feel that they are not resolved or if you feel uncomfortable discussing them with him/her you may contact the Regional Supervisor in your region or contact the DEM Human Resource Office. Sylvia Stokes, Director of Human Resources and Johanna Zabriskie, Assistant Director of Human Resources, are always available for advice or private consultation. They may be reached at (617) 727-3180.

Personnel Complaints and Grievances

-Making a Formal Complaint-

When dissatisfaction with your employment, working conditions or working relationships arise you may file a complaint which is officially referred to as a Grievance. It is expected as a matter of course that all employees will abide by and fully comply with all established work rules, safety practices and other work and job conditions.

An official complaint may be filed with:

Sylvia Stokes, Director of Human Resources Department
of Environmental Management 100 Cambridge Street
Boston, MA 02202

Payroll Questions and Additional Personnel Information

All questions on payroll or personnel, should first go through your supervisor and then to the regional office for assistance. Any problem or concern, related to Affirmative Action may go directly to the Affirmative Action Director in the Boston Office.

Union Rights

Long-term Seasonals are employees with union rights and benefits. They begin their employment prior to the second Sunday before Memorial Day and are committed to working beyond the Saturday following the Labor Day holiday.

Staff who are represented by the union may contact their regional union representative. Employees represented by the Union must pay union dues.

All other summer seasonal employees are considered intermittent and have no rights to benefits or union representation.

Authorization For Disciplinary Action, Temporary Dismissal (suspension), or Termination

Please be aware that all employees may be subject to disciplinary action, temporary dismissal or termination for the following reasons:

- * Repeated lateness in reporting to work
- * Unauthorized absence from an assigned post or duty
- * Refusal to carry out a properly assigned task
- * Insubordination or other actions undermining effective supervision of other members of a work force.
- * Discrimination
- * Sexual Harassment
- * Assaulting employees or members of the public.

Stealing will result in immediate suspension, which may lead to further discipline and possible termination of employment.

Seasonal Evaluations

Short term seasonal employees will be evaluated by their supervisor at the end of the season, preferably prior to the individual's receipt of their last paycheck. The supervisor will review the evaluation form with the short term seasonal employee as part of the orientation process, explain the rating factors and the areas to be evaluated.

We're glad to have you on board. Work safely and have an enjoyable recreation season.

Seasonal Evaluations

The evaluating of seasonal employees is to be handled in the following manner:

Supervisors of short-term seasonal staff must evaluate each of their reports by using the short-term seasonal evaluation form. The evaluation process must be introduced to the employee within one week of his/her hiring.

The duties that seasonal employees are to be responsible for and evaluated on should be clearly stated and/or demonstrated to them in their orientation to the Department and the facility.

Staff should be made familiar with the seasonal evaluation form and be advised that their performance will be evaluated at the end of their seasonal employment with the Department in the areas of; Productivity, Dependability, Flexibility, Behavior, Safety, Conduct and Appearance.

The Definitions of Ratings should be made clear to staff.

MEETS: The employee's job performance meets the requirements of the job as defined. A MEETS rating means good job performance.

DOES NOT MEET: The employee's job performance does not meet the rating factor(s) acceptable for the duties being performed. A rating of DOES NOT MEET indicates the need for improvement in the areas to which the rating has been assigned.

In order to make this a meaningful evaluation, the Supervisor's comments need to be attached to the form. Especially in those areas where the employee is not meeting his/her job duties.

Final evaluations for short-term seasonal employees must be conducted at least one week prior to the employees termination date.

Staff should be advised that ratings may determine whether or not they will be considered for further employment with the Department. An overall rating of DOES NOT MEET may result in probation and being re-hired on trial for the following year, or dismissal.

The Employee is free to comment on the evaluation. An employee receiving an overall rating of DOES NOT MEET may request a hearing in writing the Director of Human Resources, DEM, 100 Cambridge Street, Boston, MA 02202. The Regional Office will be apprised of the hearing.

Upon completion, all evaluations should be sent to the Regional Office. The Regional Supervisor will maintain these files and forward a copy to the Affirmative Action Director at the above address.

DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

Seasonal Driver Training Form

I, _____, Supervisor of _____
have personally inspected the current and valid driver's license of
_____ I have also witnessed his/her operation of
S-_____ and have found him/her to be a satisfactory operator.

Supervisor Signature: _____ Date: _____

I, _____, understand that when I am the operator of
any state vehicle I am responsible for the manner in which the
equipment is operated and the way it is treated by those who are in
or on the vehicle.

I have received adequate instructions as to the operation and
maintenance of state equipment and feel I am capable of operating
it safely and efficiently.

Employee Signature: _____ Date: _____

